ACS COLUMN ON PAPER KDR
JESSICA CROWDER, PROGRAM CONSULTANT I KBI

The Kansas Bureau of Investigation (KBI) has noticed an unusual amount of Kansas Disposition Reports (KDRs) being submitted via paper with the ACS column marked with a "C." After a little research, it seems that this column is being misused frequently, leading to inaccuracies on criminal history records. Officers may be filling this field out with a "C" thinking they are reporting that the crime has been "completed," but that is not what the ACS column is to be used for. The ACS field on the KDR is not to be confused with the Incident Based Reporting (IBR) Kansas Standard Offense Report (KSOR) and Kansas Standard Arrest Report (KSAR). With a KSOR and KSAR, you have the option to select if a crime is attempted, completed, aid and abet, conspiracy, or solicitation, which looks like this:

However, the ACS column on the KDR form is there to note if the crime was an anticipatory crime of either attempted (A), conspiracy (C), or solicitation (S).

When KBI staff enters these dispositions onto the criminal history record, the "C" is entered as conspiracy. In most cases it turns out that the crime should not have been conspiracy, which leads to an incorrect reflection of the crime on the criminal history record.

We ask that you please do not use this column unless you need to report that the crime was attempted, conspiracy, or solicitation. Prosecutors and courts, please always verify the KDR reflects the correct statute, subsections, and ACS flag (or lack thereof) before submitting the paper disposition to the KBI. We also ask that all agencies please share this information with your officers so they can avoid the misuse of this column in the future. We will be reaching out to Prosecutors via fax for any dispositions we have received that show a C in the ACS field for confirmation. Any questions regarding the completion of these forms can be addressed by contacting Jessica Crowder at Jessica.Crowder@kbi.state.ks.us or Vanessa Rine at Vanessa.Rine@kbi.state.ks.us.

DID YOU KNOW? As of July 1st, 2014, certain statutes including all DUI's as well as the sale, purchase, and promotion of sexual relations became required to be submitted electronically to the KBI per K.S.A. 22-4704. If you are not currently submitting these electronically, please contact Vanessa Rine or Jessica Crowder at the emails listed above for more information on how to get started.

INSIDE THIS ISSUE

NEW KIBRS REPORTING DEADLINES FOR 2018 REPORTS
MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

The Incident Based Reporting (IBR) unit at the Kansas Bureau of Investigation (KBI) would like to remind all local law enforcement agencies of the change to the reporting deadlines for the 2018 Kansas Standard Offense Reports (KSORs) and Kansas Standard Arrest Reports (KSARs).

To encourage more timely submission of reports and therefore more timely availability of the reports for the KCJIS Portal's Master Search and KIBRS Views search, the IBR unit at the KBI is updating the reporting deadlines for the 2018 calendar year.

The new reporting deadlines for submission of all Kansas Standard Offense and Arrest Reports will be by the 15th of the following month. For example, any KSORs and/or KSARs completed for incidents and arrests that occurred in March 2018, will need to be submitted to the IBR unit by April 15th, 2018. For many agencies this change will have little to no effect on them as they are already submitting reports on at least a weekly basis, if not more frequently. For those agencies who will be effected by this change, please bear in mind that this change to the deadline is still very lenient when considering the state statute requires reports be submitted within 72 hours of their completion, (K.S.A 21-2501a).

The Law Enforcement Officers Killed and Assault (LEOKA) reports, Supplemental Homicide Reports and the Zero Reports, will remain on the same scheduled deadlines, and are still due by the 15th of the following month. For example, if an agency is sending data for the month of November, they should submit the November reports by December 15th. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day.

The IBR unit does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

THE NEW KACIS GO-LIVE AND TRAINING INFO
LAURA BOHNENKEMPER, IT PROJECT MANAGEMENT OFFICE
MANAGER KBI

As many of you know, the new Kansas Customer Information System (KACIS) is due to Go-Live soon. I am excited to announce the Go-Live date will be **Tuesday, June 19th**. At that time the icon on the KCJIS Webtop will direct you to the new KACIS. We are anticipating a seamless transition for access to the new KACIS for all Technical Agency Coordinators (TACs). Any downtime will be announced at least a week prior to the Go-Live. At this time we don't anticipate more than a day of downtime for the cutover to the new KACIS. Availability to access applications assigned through KACIS will not be impacted during that downtime; only access to the KACIS application itself will be impacted. The ability to change access, add, or disable a user in KACIS will be unavailable during that cutover time. More info will be provided as the Go-Live approaches.

Between now and June 19th, a few face-to-face trainings have been scheduled. The first will be Thursday, May 3rd at the NE KCJIS Group meeting that is being held at 12:00 p.m. in the Kansas Bureau of Investigation (KBI) Forensic Science Center Auditorium in To-peka. The next will be Thursday, May 24th at the SE KCJIS user group meeting in Iola, KS. The specific location and time is to be determined. If anyone in the SW Kansas area is interested in a training session please contact Melissa Weisgerber – Melissa.Weisgerber@kbi.state.ks.us to coordinate that. We have not received anything on the schedule for out west. Four training sessions will be held on the second day (Tuesday, June 5th) of the KCJIS Conference. Be on the lookout for the schedule for those sessions in the conference agenda and come join us to get acquainted with the new KACIS.
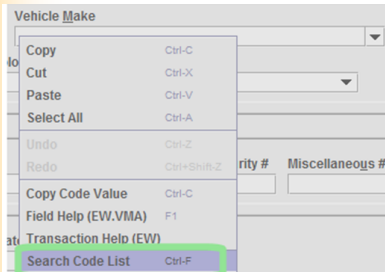
I am also very excited to announce there will be online video trainings that will be available via the KCJIS Portal. If you aren't able to attend a training or need a refresher, those trainings will be available anytime at your fingertips. We don't have a firm date on when the video trainings will be posted, but we are planning for mid-May. An announcement will be sent out and posted on the portal when those trainings will be available. After the Go-Live, there will be more in-person trainings scheduled. Stay tuned for more info on future trainings to be posted on the KCJIS Portal announcements. Please contact myself or the KBI Help Desk by email if you have any questions.

Laura Bohnenkemper: Laura.Bohnenkemper@kbi.state.ks.us   Help Desk: HelpDesk@kbi.state.ks.us.
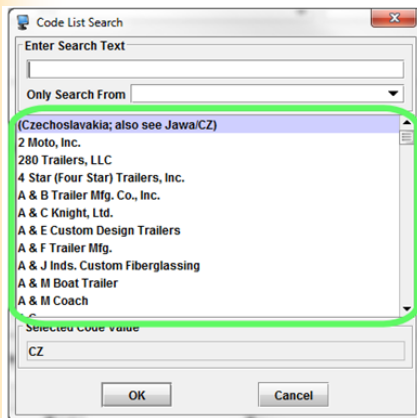
NEWS FROM THE KBI HELP DESK
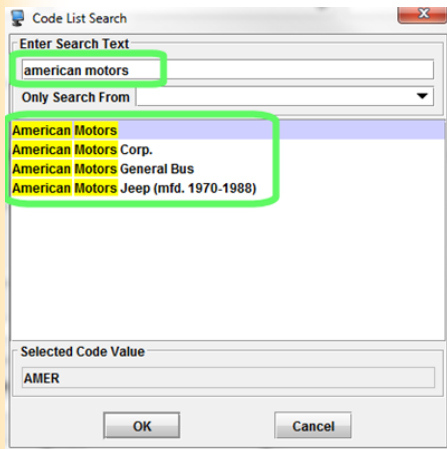# JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI

Did You Know?

Did you know, in Open Fox Messenger you can search a code list? Have you ever had a hard time finding the code for a particular gun or vehicle? Messenger allows you to search the text of a code list to quickly find the correct NCIC code. Note: this practice can be applied to any drop-down list. First, go to the list you want to search, then right click and choose "Search Code List." You can also click in the field and hold down Ctrl key and press "F."

Messenger displays the code list search window which displays the text meanings of all the codes.

Additionally, you can begin typing search items into the "Enter Search Text" box. As you type search terms, Messenger removes all code items which do not match. The remaining codes are highlighted where they match your search. The example to the right shows the results of searching the vehicle make code list with terms 'american motors.' Note capitalization does not matter.

After you have found the desired code item, click the OK button, and Messenger fills in the form field with the code.

NEWS FROM THE KBI HELP DESK, CONTINUED
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI

Token Shipment

If your agency has a need to ship a token back to the Kansas Bureau of Investigation (KBI) Help Desk we ask that care is taken when packaging them for shipment. We have received a hand full of empty envelopes due to the postal processing and handling of the shipped token. In these unfortunate circumstances the agency will lose out on potential token replacement under warranty due to the token being lost. More important is the security of Kansas Criminal Justice Information System (KCJIS) data that is at risk whenever a token is misplaced or lost. We may never know where those lost tokens end up. A padded shipping envelope is sufficient. Thank you for taking extra care when packaging tokens for shipment.

Interpol Images

Nlets announced that INTERPOL images are available via the Full Person Query (FPQ) message key. Images associated with a Person Record will return, providing law enforcement with additional resources to positively identify subjects in the field. The KBI Help Desk is working with the vendor to make this available for KCJIS switch users.

SSAP Sun Setting – Last Call!

Attention Agency TACs and LASOs:

Your agency has been identified as having SSAPS (Server) and/or SSAPD terminal (CAD, MDT, or RMS) connections to the Central Message Switch. This message is to inform you **effective July 1st, 2018**, the KBI Help Desk will no longer support the legacy SSAP protocol. Any SSAP servers and terminals will be disconnected from the Central Message Switch on this date. If you wish to continue your connection through the Central Message, you will need to update your servers and terminals to the new KSIP Protocol before July 1st, 2018.

Part of the conversion to KSIP will require certification through the KBI Help Desk. Please review the Interface Developer Packet 1.1 on the KCJIS Web Portal, specifically section IV Procedure and Action Steps. The process to convert to the new KSIP Protocol can take between two weeks and two months depending on the knowledge of your vendor. You are encouraged to schedule testing times with the KBI Help Desk in advance to ensure timely testing and review of your submitted data. If you have any questions, feel free to contact the KBI Help Desk.

A complete list of documents to provide to your vendor is as follows:

- Interface Developer 1.1
- Kansas Message Key Book 6.1
- KBI Vehicle IEPD_1.2
- KBI_DL_IEPD_1.0.9
- KCJIS Central Message Switch Developer Guide 1.1
- NLETS NIEM 4.1 Schema
- OFML Interface Specification 2.0
- OpenFox Foxtalk Specification 1.1

Please coordinate with your vendor and provide them the necessary documents to convert your SSAP server to KSIP. Again, the documents can be found on the KCJIS Web Portal / Information Section / scroll down to the Kansas Technical Information Section. Please contact the KBI Help Desk when you are ready to begin the process. We will need to give your server access to our certification switch for connection and testing purposes. If all message keys are working, then we will move you over to production.

KCJIS USER GROUPS
MELISSA WEISGERBER, PROGRAM CONSULTANT I KBI

Hello KCJIS User Groups!

Here are some of the highlights from recent meetings

2/13—SE Region

- Round table discussion
  - Electronic filing for District Courts
  - Warrants procedures—"How is your process?"
  - DL photos—Upset agencies due to lack of "secure email"
  - Facebook used for agency purposes
    - Many agencies find it a good investigative tool
    - Dispatchers using Facebook as tool to pull photos for officers
    - Allen County Sheriff's Office—lessons learned on social media post on "turning off social media"
  - You can add bicycles in NCIC—eye opener to know
- Lori Alexander—911 Liaison
  - Discussed current senate bills that impact PSAPS
- Heidi Lynch—Kansas Bureau of Investigation (KBI) eCitation Program Consultant
  - Presented on eCitation, walking through ease of submission process
- Jeffrey Downing—KBI Help Desk
  - ZQ codes will be retired
  - Explained how to update your shortcut for KCJIS portal
- Jennifer Slagle– KBI Missing Persons
  - Walk thru KCJIS portal on how to access Missing Persons
    - Discussed retrieval of photos from NCIC or National Missing Persons—You can save the photo from the National Missing Persons.
- Sandy Surber—Kansas Highway Patrol (KHP) Trainer/Auditor
  - Federal Bureau of Investigation (FBI) audit this year—none of Sandy's agencies will be audited
  - FBI will visit KBI at the end of March—will be pulling sex offender information
  - KCJIS conference will be in June in Wichita
  - NCIC/Technical Agency Coordinator (TAC) training in March
  - Baxter Springs—NCIC training class
  - Greenwood County requested training class—TBD
  - Blecko class 7/30—Aug 10th
  - Tips & Tricks class—hasn't been requested thus far
- Adam Chriss—Communications Training Specialist
  - Kansas Statewide Interoperable Communication System (KSICS) Update
    - No charges at this time for agencies using the system
    - Full commend exercise in Wichita
    - FirstNet—improved level of communication for responders using cell towers
    - Homeland Security/meetings/regions—encourage attendance for these meetings
    - Encouragement to sign up for TERK—obtain additional training

KCJIS USER GROUPS, CONTINUED
MELISSA WEISGERBER, PROGRAM CONSULTANT I KBI

<u>3/1—NE Region</u>

- Harvey County—Hesston active shooter training/lessons learned
  - ° Had an amazing turnout with about 87 attendees ranging from all entities.
- Roundtable discussion
  - ° Triple I's with no KBI number
  - ° National database for deceased?
    - ∗ Social security burial—ancestry.com to search for free
    - ∗ findagrave.com
    - ∗ REJIS has something as well—KHP was going to research further
  - ° School lockdowns seem to be spiking
  - ° ZQ codes will be retired
- Heidi Lynch—KBI eCitation Program Consultant
  - ° Presented on eCitation, walking through ease of submission process

<u>3/6- SW Region</u>

- Heidi Lynch—KBI eCitation Program Consultant
  - ° Presented on eCitation, walking through ease of submission process
- Javier Barajas—KBI Help Desk
  - ° New KACIS presentation—look/feel/what to expect
  - ° Kansas Department of Revenue (KDOR) KanLicense—ZQ keys going away
    - ∗ KDOR form will have additional tabs for the KSQ & KDQ keys
  - ° Federated login
    - ∗ LEEP access
    - ∗ RISS—coming soon
  - ° Share web shortcuts for KCJIS Portal—<u>https://kcjis.gov</u>
    - ∗ Do not create a shortcut to <u>https://sso.kcjis....</u> It will not work
  - ° SSAP Sun setting 7/1/18
  - ° Interpol Images—KBI is working with CPI to allow FPQ image capability
  - ° Tokens—reset pins
- Brenda Forrester—KHP Trainer/Auditor
  - ° Handouts on NICS Denied Transaction File, Inquiry transaction responses by MKE/Identifier
    - ∗ Would like to make handouts available on KCJIS web portal and newsletter

<u>Upcoming Meetings</u>

5/3—NE KCJIS User Group, meeting at 12pm at KBI Forensic Science Center (FSC); New KACIS training

5/10—SC KCJIS User Group, meeting at 1pm at Wichita City Hall; Hesston Active Shooter Training Presentation

5/24—SE KCJIS User Group, at Iola, time and location TBD; New KACIS training

Note*

6/3—6/5—KCJIS Conference—there will be four new KACIS training sessions

Thank you for all those that attend, host, are willing to host, speak, present, train, etc. That's what makes these meetings so successful and beneficial to all. We try to make sure the same information is hitting all the regions so that we are enhancing the communication across the state. If you are willing to host, please contact Melissa Weisgerber at Melissa.Weisgerber@kbi.state.ks.us, and we can arrange for a meeting at your location.

KIBRS HATE BIAS
BROOKLYNN BRECKENRIDGE, PROGRAM CONSULTANT I KBI

As many agencies may already be aware, the Kansas Bureau of Investigation (KBI) Incident Based Reporting (IBR) unit has been conducting quality assurance reviews along with data anomaly checks. As a result of these reviews, we have noticed that many agencies are submitting the code "99" as a hate bias when their intent was to report "88." A "99" hate bias code means there *was* a hate bias and you are unable to determine what the hate bias is. The code "88" means that no hate bias occurred. An example of an unknown hate bias "99" would be if someone were to yell "I hate you people" to someone who was gay/lesbian but also Asian/ African American/etc. It is impossible to determine if they were motivated by the sexual orientation or the race of the individual, therefore, you can mark the hate bias as "99" unknown.

An "unknown" hate bias rarely occurs so please make sure officers know the difference between the two and are accurately reporting as such. As always, please don't hesitate to contact the Incident Based Reporting unit at (785) 296-4373.

2018 KCJIS CONFERENCE
LESLIE MOORE, INFORMATION SERVICES DIVISION DIRECTOR KBI

2018 KCJIS Conference

When:	June 3, 2018 – June 5, 2018
Where:	Holiday Inn East I-35, 549 Rock Road, Wichita, KS
Registration:	https://www.kansas.gov/ssrv-kanpayxpr/services/8555/KFKCJIS79/additionalInformation.html
Schedule:	https://cjisaudit.khp.ks.gov/resources/2018_conference_schedule.pdf
Cost:	$45 registration fee

This year the "Welcome" keynote speaker is Kirk Thompson, Director at the Kansas Bureau of Investigation. The first day of the conference will be a plenary session to include topics on Missing and Unidentified Person Cases, Involuntary Commitment Reporting to NICS, and Top Ten Things You Might Not Know about NLETS. The second day of the conference has three (3) tracks of breakout sessions with many different topics for everyone. To make your hotel reservations, please call 1-800-315-2621. See you there!

KBI ISD FIELD SUPPORT TRAINING
JESSICA CROWDER, PROGRAM CONSULTANT I KBI

The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) offers free training to agencies throughout the state on KIBRS, Criminal History Records, 10-Print Identification, and Offender Registration. In the past, we have traveled to offer trainings closer to those who are not near Topeka, but we have been having very low attendance at these sessions. If you are interested in receiving some training, we are more than happy to come to you if you will have at least 15-20 individuals attend the training. If you cannot provide that many attendees, an exception may be made depending on the circumstance. We encourage you to communicate with your neighboring counties who may be interested in attending as well. If you are unable to gather that many attendees, we may be able to set up a video training session with you. To discuss training options, please contact any of the individuals below.

KIBRS	Criminal History Records (electronic disposition reporting)	10-Print Identification	Offender Registration (KORA/ KsORT)
Connie Molina (785) 296-8278 Connie.Molina@kbi.state.ks.us	Vanessa Rine (785) 296-0816 Vanessa.Rine@kbi.state.ks.us OR Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.state.ks.us	Tina Ortega (785) 296-4483 Tina.Ortega@kbi.state.ks.us	Jamie Funk (785) 296-0945 Jamie.Funk@kbi.state.ks.us

The KCJIS Newsletter is published in cooperation of the Kansas Criminal
Justice Coordinating Council and KCJIS Committee

KCJCC Committee Members

Derek Schmidt
Attorney General
Chair

Jeff Colyer
Governor
Vice-Chair

Kirk Thompson
Director
Kansas Bureau of Investigation

Justice Caleb Stegall
Chief Justice Designee

Joe Norwood
Secretary
Kansas Department of Corrections

Mark Bruce
Superintendent
Kansas Highway Patrol

KCJIS Committee Members

Leslie Moore
Kansas Bureau of Investigation
Chair

Sec. Sarah Shipman
KS Department of Administration
Co-Chair

Capt. Lance Royer
KS Sheriffs Association
Treasurer

Ed Klumpp
KS Association of Chiefs of Police
Immediate Past Chair

Captain Jim Oehm
Kansas Highway Patrol

Harold Sass
KS Department of Corrections

Kelly O'Brien
Office of Judicial Administration

Pam Moses
KS Association of District Courts

Amber Norris
KS County and District Attorney Association

Heidi Schneider
Kansas State University Police Department
KS Assoc. of Public Communications Officers

KANSAS BUREAU OF INVESTIGATION

Jessica Crowder
Newsletter Editor
1620 SW Tyler
Topeka, KS 66612
(785) 296-8338
Jessica.Crowder@kbi.state.ks.us